

Georgia Department of Natural Resources
Environmental Protection Division Laboratory

Effective Date: 06/10/2021

SOP 5-017 Rev. 1

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Procedure for the receipt of Bacteriological Samples

Access to this SOP shall be available within the laboratory for reference purposes; the official copy of this SOP resides on the official Georgia EPD website at <https://epd.georgia.gov/about-us/epd-laboratory-operations>. Printed copies of this SOP will contain a watermark indicating the copy is an uncontrolled copy.

This SOP serves as a checklist for the steps involved in the receipt of Bacteriological samples.

1. Sample packages are delivered to the main receiving department via USPS, UPS, FedEx and independent couriers.
2. Samples are brought to the microbiology media prep/receiving lab by the main receiving department personnel. The delivery drop off is recorded in the receiving log book located in the microbiology media prep/receiving lab.
3. Sample packages are placed on the counter for processing.
4. Sample packages are opened and the time/date received is stamped on the sample ID forms.
5. The WSID numbers from the sample ID forms are logged in to an Access database. The date received, courier and receivers initials are recorded.
6. The received sample bottles and the corresponding sample ID forms are placed in a box and given to the lab scientists in the bacteriology lab for further processing.
7. Samples are logged into the LIMS by Micro Lab Scientists or Lab Supervisors.

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Walk-in Process

1. Samples are delivered by walk-in customers to the main receiving department.
2. The main receiving department personnel will call the microbiology lab to notify them of the sample delivery.
3. A microbiology lab staff member goes to the main receiving department to pick up the samples from the customer.
4. The customer fills out a receipt showing the date, system name and WSID #, number of samples, and signs the receipt.
5. The Micro staff member reviews the sample ID form and receipt information, and then writes the time received and their initials on the receipt.
6. The black mailing case is refilled with a new set of bottles and ID forms and returned to the customer.
7. The received samples and sample ID forms are brought back the bacteriology lab, and the time/date received is stamped on the sample ID forms.
8. The sample bottles and the corresponding sample ID forms are placed on the main table in the bacteriology lab for further processing.
9. Samples are logged into the LIMS by Micro Lab Scientists or Lab Supervisors.

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